

## **PLAT OR STREET VACATION PROCEDURES**

A completed vacation application on a form to be provided by the Planning and Development Department, together with the following items, are required to initiate the processing of all vacation requests:

1. A filing fee, advertising fee, and postage/handling fee, via check or money order, made payable to the City of Sunrise, is required. ALL APPLICATION FEES MUST BE PAID AT THE TIME OF SUBMITTAL IN ACCORDANCE WITH THE CITY OF SUNRISE PLANNING & DEVELOPMENT DEPARTMENT FEE SCHEDULE, a copy of which is attached.
2. Application for Vacation (12 copies).
3. A letter of intent describing the reason for the request for vacation (12 copies).
4. If applicable, an agent authorization letter, in a form to be prepared by the Planning and Engineering Department.
5. A certified copy of the plat sought to be vacated or in the event only a portion of the plat is being vacated, a precise legal description of the real property sought to be vacated, prepared by a licensed engineer or land surveyor. The certified copy must include the exact acreage and square footage of land involved.
6. Location sketch, 12 copies (8 1/2" x 14") of plat, street, easement, etc., to be vacated or annulled.
7. A waiver of no objection to the proposed vacation by all utility companies authorized to operate in the area.
8. Title opinion or title search (name and encumbrance) by a recognized title company, showing the name of the owner of the plat or portion of the plat sought to be vacated, and all owners of property abutting the area sought to be vacated.
9. It is required that within a 500-foot radius of the property line of the property which is the subject of this application, that property owners shall

be notified of the subject public hearing. Therefore, the following is required of the applicant and must be presented at the time the application is filed:

- a. A certified list of the names and addresses of all property owners located within the aforementioned (500 foot) radius of the exterior boundary of the subject property. If the subject property constitutes only a portion of a contiguous ownership parcel, the exterior boundary from which the appropriate radius is to be projected will be the exterior boundary of the entire contiguous ownership parcel. All unit owners in a condominium must be notified.
  - b. One (1) typewritten set of gummed labels with the above names and addresses printed thereon. These labels will be used by the City to notify the public of the public hearing.
  - c. The certified list may be obtained in one of the following ways:
    - 1) The applicant may contract with any company listed below that will prepare the mailing list for a fee charged to the applicant. The City of Sunrise neither recommends nor endorses any of these companies, but is merely providing the names and phone numbers of those companies that, to the best of our knowledge, are available. Fees may vary among these companies:

All Data Real Estate Systems	(954) 772-1800
Florida Real Estate Decisions	(954) 942-0344
Saltz Michaelson Architects	(954) 266-2700
Harmon Garrin Appraisals	(954) 587-5323
SSConsulting, LLC	(954) 786-5711
    - 2) Alternatively, the applicant may go to the Department of Public Information of the Broward County Property Appraiser at 115 South Andrews Avenue, Room 111, Fort Lauderdale. The office is open from 8:30 a.m. - 5:00 p.m. Monday - Friday, Phone # (954) 357-6957. Their staff will provide assistance in the determination of the radius and furnish copies of the current tax roll. Further, the County staff will certify the list, which you will then use to prepare the typewritten set of gummed labels. There is a nominal charge for copying.
10. Sign On Site: At least thirty (30) days prior to the scheduled hearing before the City Commission, the applicant shall place upon the property a four foot by four foot (4'x4') sign(s) facing each of the road rights-of-way on which the property fronts. If the property does not front on a road right-of-way, the sign(s) shall be placed on the property in such a manner as to give maximum exposure to the public. The sign(s) shall remain on the property until the final disposition of the plat by the City Commission.

It shall be removed within seven (7) days thereafter. Each sign shall contain large lettering, which shall be easily read by the public from the perimeter of the property, and said lettering shall indicate:

- a) project name
- b) the type of project (request)
- c) address, date and time of Public Hearing / City Commission meeting
- d) phone number for information - (954) 746-3281

This application includes an affidavit for the required posting of hearing notice signs on the site, which must be completed, signed, notarized and submitted to the City prior to the Planning and Zoning Board meeting. The applicant must also provide photograph(s) of the sign(s), signed and dated, and a copy of a plat or site plan indicating the location(s) of the required signage in reference to the subject site.

**FAILURE TO COMPLY WITH THIS REQUIREMENT WILL DELAY THE APPROVAL PROCESS.**

- 11. Check or money order payable to the City of Sunrise in the amount indicated by the schedule of fees. Applicant will also pay for advertising and for postage and handling of mailing labels.
- 12. Certificate showing that all current City, County and State taxes have been paid.

The City Engineer or his duly authorized designee shall, after reviewing and commenting as to, among other things, the completeness and sufficiency of each application, forward each completed application to the Development Review Committee (DRC), which shall review and comment on each application. All such information shall thereupon be furnished to the City Attorney's Office for approval as to legality, and then to the Planning and Zoning Advisory Board, who shall in turn make a recommendation to the City Commission.

If the request has been found to be proper and no apparent need has been found for the public use of said platted land, street, alley, canal or easement, or portion thereof, or same has been replatted pursuant to statute, and if the City Commission finds the request to have sufficient merit; the City Commission, after a public hearing, may adopt a resolution vacating or annulling said plat (or street area, canal, easement) and disclaim any right to the City to any land in connection therewith.

IT IS ESTIMATED THAT THE MINIMUM TIME REQUIRED FOR COMPLETION OF THIS PROCEEDING IS 90 DAYS FROM THE DATE THE PLANNING AND DEVELOPMENT DEPARTMENT RECEIVES ALL THE NECESSARY DOCUMENTS IN SUPPORT OF AN APPLICATION.



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## **APPLICATION FOR VACATION OF CITY PROPERTY**

APPLICANT NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

APPLICANT PHONE: \_\_\_\_\_

LOCATION OF PROPOSED VACATION: \_\_\_\_\_  
\_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPOSED USE OF PROPERTY: \_\_\_\_\_  
\_\_\_\_\_

DIMENSIONS OF AREA: \_\_\_\_\_

GROSS ACREAGE: \_\_\_\_\_

### **ATTACHMENTS (LIST)**

- 1) FILING FEE, ADVERTISING FEE, AND GUMMED LABEL FEE MUST BE PAID AT TIME OF SUBMITTAL. (See attached CITY OF SUNRISE PLANNING & DEVELOPMENT DEPARTMENT FEE SCHEDULE).
- 2) CERTIFIED COPY OF PLAT OR SURVEY WITH LEGAL DESCRIPTION.
- 3) LOCATION SKETCH, 12 COPIES.
- 4) WAIVERS OF NO OBJECTION BY ALL UTILITY COMPANIES AFFECTED.
- 5) TITLE OPINION OR TITLE SEARCH.

- 6) CERTIFIED LIST OF ABUTTING PROPERTY OWNERS AND OWNERS'  
SIGNED CONSENT.
- 7) CERTIFICATE SHOWING ALL CURRENT CITY, COUNTY, STATE TAXES  
HAVE BEEN PAID.



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### **AFFIDAVIT OF OWNER OR TENANT**

I, \_\_\_\_\_ (all owners on deed / all tenants on lease), being first duly sworn, depose and say that I am the \_\_\_\_\_ owner \_\_\_\_\_ tenant (check one) of the Property described in the above application for public hearing; that all the answers to the questions in this application, sketches, data, and other supplementary matter attached to and made a part of this application, are honest and true to the best of my knowledge and belief. I understand this application must be accurately completed before a hearing can be advertised. In the event that I, or anyone appearing on my behalf, am found to have made a material misrepresentation regarding this application, I understand the application can be cancelled, and any plat/street vacation granted can be made null and void by the City, at its sole option.

\_\_\_\_\_  
Print Name: \_\_\_\_\_

State of \_\_\_\_\_,  
County of \_\_\_\_\_:

Sworn and subscribed to before me, a Notary Public, by \_\_\_\_\_,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, who is either personally known to me  
or who has produced \_\_\_\_\_ as identification.

My Commission Expires:

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_  
Print Name: \_\_\_\_\_



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### **DISCLOSURE OF OWNERSHIP**

Please list below the name, address, and percentage of ownership of any owner of the real property that is the subject matter of this application. Include all parties who have a financial interest, either directly or indirectly, in the subject real property, including but not limited to, all shareholders, beneficiaries to a trust, partners to any partnership agreement, and members of an investment group involving local participation.

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### **ATTORNEY AFFIDAVIT**

I, \_\_\_\_\_, being first duly sworn, depose and say that I am an Attorney at Law, who is licensed to practice in the State of Florida, who represents the Owner of the property described above, and which is the subject matter of a proposed public hearing; that all data and other supplementary matter attached to and made a part of this application are honest and true to the best of my knowledge and belief. I understand this application must be accurately completed before a hearing can be advertised. I have advised my client that any material misrepresentation made regarding this application, either oral or written, can cause this application to be cancelled, and any plat/street vacation granted may become voided by the City of Sunrise, at its sole option.

\_\_\_\_\_  
Signature

State of \_\_\_\_\_,  
County of \_\_\_\_\_:

Sworn and subscribed to before me, a Notary Public, by \_\_\_\_\_,  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, who is either personally known to me or who  
has produced \_\_\_\_\_ as identification.

My Commission Expires:

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_  
Print Name: \_\_\_\_\_





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**OWNER'S SWORN-TO CONSENT**

**PERMITTING TENANT TO FILE FOR A HEARING**

I, \_\_\_\_\_, being first duly sworn, depose and say that I am the owner of the Property described herein, which is the subject matter of the proposed hearing, and do hereby authorize \_\_\_\_\_ to file this application for a plat or street vacation.

ATTEST:

\_\_\_\_\_  
Signature

Sworn and subscribed to before me this  
\_\_\_ Day of \_\_\_\_\_, 200\_\_\_.

\_\_\_\_\_  
Notary Public

Commission Expires \_\_\_\_\_



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## **Affidavit - Section 16-34(f) Posting Notice**

### **PLAT/STREET VACATION**

I, \_\_\_\_\_, as the owner authorized agent  
(check one) for the property known as \_\_\_\_\_,  
and recorded in the Broward County Public Records at Plat Book \_\_\_\_\_, Page \_\_\_\_\_  
(if applicable), do hereby attest that I installed or caused to have installed, \_\_\_\_\_  
sign(s) located on the above-referenced property in compliance with City Code Section  
16-34(f) on \_\_\_\_\_, 200\_\_, which is at least 30 days in advance  
of the City Commission hearing on the plat vacation for the proposed project scheduled  
for \_\_\_\_\_, 200\_\_.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_  
Owner Authorized Agent  
(Check one)

Date of Signing: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires on \_\_\_\_\_



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### **CORPORATION AFFIDAVIT**

I, \_\_\_\_\_, being first duly sworn, depose and say that I am the President of \_\_\_\_\_, a corporation existing under the laws of the State of \_\_\_\_\_, and who is authorized by the corporation to file this application for public hearing; that all answers to the questions in said application, sketches, data, and other supplementary matter attached to and made a part of the application, are honest and true to the best of my knowledge and belief; that said corporation is the \_\_\_\_\_ owner \_\_\_\_\_ tenant of the property described herein and which is the subject matter of the proposed hearing. I understand this application must be accurately completed before a hearing can be advertised. In the event that I, or anyone appearing on behalf of the corporate applicant, am found to have made a material misrepresentation, either oral or written, regarding this application, it is understood that the application can be cancelled, and any plat/street vacation granted may be made null and void by the City of Sunrise, at its sole option.

\_\_\_\_\_  
President's Signature (Corp. Seal)

ATTEST:

\_\_\_\_\_  
Secretary's Signature

State of \_\_\_\_\_,  
County of \_\_\_\_\_:

Sworn and subscribed to before me, a Notary Public, by \_\_\_\_\_,  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, who is either personally known to me or who  
has produced \_\_\_\_\_ as identification.

My Commission Expires:

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_  
Print Name: \_\_\_\_\_



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**AFFIDAVIT OF OWNER OR AGENT**  
**Certification of Property List**

I, \_\_\_\_\_ (as the owner or the authorized agent), for the property known as \_\_\_\_\_, specifically located at \_\_\_\_\_, and recorded in the \_\_\_\_\_ County Public Records in Plat Book \_\_\_\_\_, Page \_\_\_\_\_ being first duly sworn, depose and say that I am the owner or agent of the Property described in the above application for public hearing; that I have submitted or have caused to be submitted a Property Owner List located within a 500 foot radius or 300 foot radius (whichever is applicable) of the subject application and that to the best of my knowledge and belief said list is true and accurate.

The list of the names and addresses of all property owners located within the aforementioned radius of the exterior boundary of the subject property is to be made a part of this application. If the subject property constitutes only a portion of a contiguous ownership parcel, the exterior boundary from which the appropriate radius is to be projected will be the exterior boundary of the entire contiguous ownership parcel. All unit owners in a condominium building that partially falls within the applicable radius will be notified.

\_\_\_\_\_

\_\_\_\_\_  
Print Name

State of \_\_\_\_\_,  
County of \_\_\_\_\_:

Sworn and subscribed to before me, a Notary Public, by \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, who is either personally known to me or who has produced \_\_\_\_\_ as identification.

My Commission Expires:

\_\_\_\_\_  
Notary Public for the State of

\_\_\_\_\_  
Print Name



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**OWNER'S SWORN CONSENT**

**PERMITTING CONTRACT PURCHASER TO FILE FOR A HEARING**

I, \_\_\_\_\_, being first duly sworn, depose and say that I am the owner of the Property described in the above application, which is the subject matter of the proposed hearing, and do hereby authorize \_\_\_\_\_, my contract purchaser, to file this application for a public hearing.

\_\_\_\_\_  
Signature

State of \_\_\_\_\_,  
County of \_\_\_\_\_:

Sworn and subscribed to before me, a Notary Public, by \_\_\_\_\_,  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, who is either personally known to me or who  
has produced \_\_\_\_\_ as identification.

My Commission Expires:

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_  
Print Name: \_\_\_\_\_

Note: Each owner of the Property must execute this form.